



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2003-11

Supersedes:
DD-2003-03

Effective: 5-01-03

Initiator: Lynn Favour

Dep. Dir.: Darren Gerard **DG**

Director: Joy Rich **JR**

Purpose:

To develop new processes and clarify internal procedures involving the review and approval of final subdivision plat and related infrastructure and grading and drainage documents. Specifically, these new procedures are anticipated to achieve the following:

- Save customers approximately one or two months in review time
- Ensure that final plat, infrastructure and grading documents match
- Streamline internal reviews and referrals among One Stop Shop partners

Reference:

A.R.S., Section 11-806.1: Provides counties the authority to regulate the subdivision of lands
Subdivision Regulations, Section 102: Authority adopted to regulate the subdivision of lands
A.R.S., Section 11-861: Provides counties the authority to adopt and enforce building codes
2000 IBC, Section 105.1: Authority adopted to require building permits.

Definitions:

Addenda means any additional plan or report not included in initial submittal.

Administrative Completeness means that all items required for submittal have been included. It does not mean that an application is complete for reviewing purposes.

Approved means approved by all relevant reviewers; item ready for applicant pick-up pending payment of applicable fees.

Final means all necessary inspections of finished work have been completed.

Final Subdivision Plats refers to the final site map of all or part of a subdivision, including the boundaries of all lots, tracts, easements, etc. The final plat must be in substantial conformance with the Planning & Zoning Commission approved preliminary subdivision plat. Final plats go directly to the Board of Supervisors for approval.

Grading Permit refers to the permit for grading and drainage work and may include retaining walls. Grading means any movement of dirt on a site and specifically excludes paving and utility work.

Infrastructure Permit refers to the permit for site engineering work including construction of all utilities, storm drains, curbs, gutters, sidewalks, and paving. Additional site engineering work for the construction of perimeter walls, entry signs, water features, and landscaping may also be included.

Issued means applicable fees have been paid to cashier and permit issued to the applicant.

Revision means any change to plans previously submitted. Revision must be a full set of plans.



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Policy/Procedure:

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The following procedures are established for the acceptance, review and issuance of Infrastructure Permits, Grading Permits, and Final Subdivision Plat approvals.

Plan Submittals

- Final subdivision plat plans and related, administratively-complete infrastructure plans must be submitted concurrently. Neither final subdivision plat documents nor infrastructure permit documents will be accepted individually. All infrastructure plan components must be submitted simultaneously.
- Final grading plans, including a final drainage report, must be submitted concurrently with the final subdivision plat plans and related infrastructure permit plans. Grading plans may still be submitted at any time as an allowed use in any Zoning District. Application number(s) for issued grading permits or grading plan submittals are to be listed on the application.
- If no infrastructure improvement or final grading is intended as part of the subdivision, then a letter of explanation (with concurrence from Flood Control, MCDOT, and Environmental Services) will be required indicating why an infrastructure permit has not been submitted in conjunction with the final plat.
- Plan submittals must include:
 - (1) 15 copies of the final subdivision plat documents;
 - (2) 15 copies of the infrastructure permit documents;
 - (3) 15 copies of the grading and drainage documents; and
 - (4) 15 copies of a letter of explanation in lieu of items 2 and 3 above.

Note: The number of copies listed above is subject to change upon initiation of scanning/imaging and electronic distribution of review material.

- Applications will be submitted to and routed by Planning & Development (PD) for the following county departments:
 - Flood Control District (FC)
 - Department of Transportation (MCDOT)
 - Environmental Services (ES)
- Submittals will be stamped with the following:
 - "S" subdivision case number,
 - "B" building (infrastructure) permit number(s), if applicable, and
 - "B" building (grading) permit number, if applicable.

Routing

- The Distribution Center will route plan copies, as follows:
 - Final Subdivision Plat Plans:



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- Addressing (1), FC (2 drainage reports) (3), MCDOT (1 drainage report) (3), ES (1), Graphics (1), Zoning Plan Review (1), Planning (all remaining copies)
- *Planning to route*: additional entities (e.g. cities, Luke AFB, etc.)
- Infrastructure Plans, if applicable:
 - FC (3), MCDOT (3), ES (1), Planning (1), Addressing (1), Building and Zoning Plan Review (all remaining copies)
- Grading Plans, if applicable:
 - FC (3), MCDOT (3), ES (1), Planning (1), Addressing (1), Building and Zoning Plan Review (all remaining copies)

Fees

- Final Subdivision Plat Fees:
 - Paid at time of submittal:
 - The P&D final subdivision plat fee
 - Addressing fees (\$5 per lot), *unless* applicant demonstrates that applicable addressing fees have already been paid.
 - Following plat recordation:
 - Planning staff will enter fees for plat recordation in Permits Plus. The plat recordation and copying fee will be paid to P&D prior to the release of the recorded final subdivision plat documents to the applicant.
- Infrastructure Permit Fees:
 - Paid at permit issuance:
 - P&D flat fee of \$300.00
 - Permit addressing fee
 - MCDOT and FC plan review fees. MCDOT and FC will enter these fee amounts in Permits Plus to allow P&D to collect.
- Grading and Drainage Permit Fees:
 - Paid at permit issuance:
 - P&D (including Addressing), MCDOT, and FC fees
- Environmental Services Permit Fees:
 - Environmental Services are responsible for collecting their fees.

Revisions

- Revisions to be submitted to P&D's Service Center and routed through the Distribution Center, as noted above. Redlines may be picked up directly from MCDOT, FC, and ES but must be returned to the OSS upon submittal of revisions.
- Revisions to be submitted in full sets (e.g. a full set of infrastructure plans) showing all original information with revisions clouded, numbered and dated.



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(plat revisions are not required to be clouded, numbered and dated) Single sheet addendums are acceptable, but single sheet revisions will not be accepted.

- Revisions to show the assigned subdivision final plat case number ("S" number) and the building permit ("B") case numbers (infrastructure and grading).
- Revisions will be accompanied by an applicant-completed yellow cover describing the purpose and extent of the submitted revision(s) (e.g. response to FC review, change in subdivision boundaries, etc.). At the discretion of reviewing agencies, final plats may be scheduled for BOS hearing with minor revisions still required to the infrastructure plans or grading plans.

Prior to Final Subdivision Plats being Scheduled for a Board of Supervisor's (BOS) Hearing:

- Final subdivision plats to be reviewed and approved for BOS hearing in Permits Plus by MCDOT, FC, ES, Addressing, Zoning Plan Review and Planning.
- Infrastructure plans to be reviewed and approved in Permits Plus by MCDOT, FC, ES, Building Plan Review, Zoning Plan Review, Addressing, and Distribution. Plan Review will place a note in Permits Plus stating, "Ready upon plat recordation."
- Grading and drainage plans to be reviewed and approved in Permits Plus by MCDOT, FC, ES, Building Plan Review, Zoning Plan Review, Addressing, and Distribution.
- The County Engineer (i.e. MCDOT), the County Assessor, and the County Treasurer will sign at least two sets of final subdivision plat mylars.

Final Subdivision Plat Recordation:

- Upon Board of Supervisor approval of a final subdivision plat, Planning staff will pick up signed plat mylars at the Office of the Clerk of the Board of Supervisors and record and file one mylar with the county Recorder's office.
- Planning staff will bring one recorded mylar back to PD and make two copies of the documents - one for addressing and one for planning.
- Planning staff will retain the receipt obtained at the time of recordation, write the case ("S") number on the receipt, make a copy of the receipt, and place the original receipt in the case file.
- Planning staff will input the recording fees into Permits Plus under "recording fee."
- Planning staff will place a routing sheet stating that the plat has been approved and recorded and then transfer the mylar and a copy of the recording fees receipt to the assigned Building Plan Review staff person.
- Plan Review staff will check the recorded plat against the infrastructure permit plans. If they match, Building Plan Review staff will update their approval on the



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approval screen for the infrastructure permit and send both the permit and the plat to the Distribution Center.

- Distribution Center staff will verify all approvals are in place, change the Permits Plus status to "approved," and contact the applicant that permits are ready for pick-up.
- Applicant will pay applicable plat recordation fees and the building permit fees to the cashier; the Distribution Center staff will change the Permits Plus status from "approved" to "issued," print the permit, and the applicant will receive a recorded final subdivision plat mylar, their infrastructure permit, and their grading permit at the Information Center counter.

Additional Related Procedures and Requirements:

- Grading plans may be submitted for review as part of a preliminary plat approval process. All submittals will be identified with the "S" subdivision case number and will be routed to all appropriate departments. Grading plans and infrastructure plans must be resubmitted with the final subdivision plat plans.
- Preliminary subdivision plat approvals will include stipulations that the final plat submittal shall be concurrent with the grading and infrastructure permit submittals and shall include copies of all grading, drainage or site work engineering plans.
- An applicant may apply for building permits, related to the subdivision, only after an infrastructure permit has been issued.
- Building permits for model homes, model home complexes, job trailers and construction yards within a Board of Supervisor approved final subdivision plat may be deemed "final" prior to the related infrastructure permit being deemed "final."
- Building permits for single-family residences, within a Board of Supervisor approved subdivision, may be issued prior to the infrastructure permit being deemed "final."
- Building permits for single-family residences, within a Board approved final subdivision plat, may not be deemed "final" until the related infrastructure permit has been determined to be "final."